



CIRCULAR MEMORANDUM NO. 18 OF 2023

MY REF: STAFF/GEN/4/06/23 (13)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF ASSISTANT DIRECTOR, NATIONAL FORENSIC SCIENCE SERVICE, MINISTRY OF HOME AFFAIRS AND NEW GROWTH INDUSTRIES

DATE: 14th March, 2023

Applications are invited from suitably qualified applicants to fill one (1) post of **Assistant Director**, National Forensic Science Service, Ministry of Home Affairs and New Growth Industries across the Belize Public Service.

Basic Purpose of position:

This Assistant Director leads the activities of the Forensic Laboratory and its respective technical sections. This involves providing oversight and guidance for the Laboratory through planning, coordinating and implementing the development of the various sections and personnel in scopes of analyses, functional capabilities and procurement of materials, equipment and training in order to support scientific forensic analyses for criminal cases.

Work also includes collaboration with other Units within the Department and with Law Enforcement, Prosecution and Judiciary stakeholders in establishing and enforcing relevant policies and procedures, monitoring and evaluation of the performance of the technical sections of the Laboratory in accordance with Departmental goals and objectives, and advising Law Enforcement and other national agencies in matters pertaining to forensic science in Belize.

Essential Duties and Responsibilities:

1. Executes organizational goals and objectives consistent with the mission and vision of the Belize National Forensic Science Service Department.
2. Enforces and assists in the developing of Laboratory and Departmental policies, procedures, objectives, quality assurance programs, health and safety, and environmental protection standards.
3. Assists in prioritizing and implementing operational policies.
4. Ensures that all programs, services, and activities of the Laboratory are met.
5. Manages a Forensic Laboratory staffed with scientific, technical and

clerical employees through Supervisors of respective sections.

6. Assists in ensuring adequate maintenance of Department's facilities.
7. Assists in the development of the annual budget allocated for the Laboratory.
8. Manages and effectively uses the budget and procures items for the Laboratory.
9. Ensures proper inventory and audit trail in the Forensic Laboratory.
10. Monitors the supervision of personnel and work schedules.
11. Monitors exhibit management and work-flow of each section of the Laboratory.
12. Implements and monitors proficiency testing for all Forensic Analysts.
13. Procures local and international training for Forensic Personnel.
14. Coordinates training for national stakeholders on matters pertaining to forensic science.
15. Monitors coordination between Analysts, Investigators, Medical Examiners, Scenes of Crime Technicians, and members of the legal and judicial system to ensure that appropriate and adequate forensic services are provided in a timely manner.
16. Assists in public relations and sensitization efforts.
17. Supervises the implementation and enforcement of Quality Management System requirements for the Forensic Laboratory.
18. Prepares comprehensive reports and statistical analyses from all sections of the Laboratory.
19. Ensures timely, efficient and secure outsourcing of forensic casework (DNA, Toxicology, etc.) to accredited laboratories as required.
20. Any other duties that may be assigned from time to time.

Requirements:

Master of Science Degree in Forensic Science or any related Natural Science plus five (5) years' working experience in a forensic laboratory discipline with at least three (3) years serving in a senior/supervisory post within a laboratory setting.

Or

Bachelor of Science Degree in Forensic Science or any related Natural Science plus ten (10) years' working experience in a forensic laboratory discipline with at least five (5) years serving in a senior/supervisory post within a laboratory setting.

Skills and Experience Required:

1. Extensive knowledge of statistical methods and analyses.
2. Knowledge of local criminal laws and regulations as they relate to physical evidence.
3. Sound supervisory principles and practices.
4. Fiscal management and audit control.

5. Principles and procedures of quality control and quality assurance in a laboratory setting.
6. Good laboratory practices and health and safety standards.
7. Awareness of instrumentation and equipment as it relates to Forensic Science.
8. Solution- and results-oriented with sound decision making abilities.
9. Critical thinking with excellent observational skills.
10. Ability to work independently to plan, manage, prioritize and engage in evaluation activities.
11. Excellent communication skills and emotional intelligence competencies.
12. Demonstrates high personal integrity, accountability and commitment to good governance principles.

Other Requirements:

1. Must be vetted and with no criminal record that would prohibit accessing sensitive information.
2. Must pass urine drug screening in accordance with Public Service Regulations.

Reporting Responsibility:

Executive Director, National Forensic Science Service Department

Salary:

Payscale 23 of \$40,615 x \$1,644 - \$71,851 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **28th March, 2023.**



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, PSU
President, APSSM
GEN/4/01/01